

# IT Administrator Cover Letter

73649 Kuphal LakeJuliantown, CT 04362

**Dear Shiloh Mertz,**

I am excited to be applying for the position of IT administrator. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for level 2 support for Windows and macOS laptops, along with user access to network resources and applications, both locally and via remote access.

Please consider my qualifications and experience:

- Extensive scripting skills PowerShell, Bash, Perl, Python
- Able to work independently, with time sensitive deadlines, to solve issues from root cause to recommended solutions to final resolution within the agreed budget scope
- Experienced in managing all aspects of out-sourced relationships with providers of hosting services for
- Able to communicate clearly, both written and oral, at all levels of the organization
- Successful in supporting/working with multiple locations including international sites
- Russian speaking if possible
- Other tasks to be performed based on Company need
- Experienced in working in a commercial environment, managing a contract and/or a financial approvals process within a contract, finance or PMO function

**Thank you for your time and consideration.**

Sincerely,

Avery Altenwerth